

**ARIZONA DEPARTMENT OF HEALTH SERVICES
DIVISION OF BEHAVIORAL HEALTH SERVICES
DIVISION DOCUMENT REVISION NOTICE**

The Arizona Department of Health Services/Division of Behavioral Health Services has revised the below referenced document(s), indicated by **BOLD** print and the symbol **[X]**. The attached matrix includes a detailed description of the changes impacting the selected document(s). The revised document(s) will be posted to the ADHS/DBHS website on or around the effective date. Please direct any questions regarding this Division document revision notice to Margaret Russell at (602) 364-4658 or via electronic mail at russelm@azdhs.gov.

DIVISION DOCUMENT	ADHS/DBHS PROVIDER MANUAL	ADHS/DBHS POLICY AND PROCEDURES MANUAL	ADHS/DBHS PROGRAM SUPPORT PROCEDURES MANUAL	ADHS/DBHS COVERED BEHAVIORAL HEALTH SERVICES GUIDE
REVISION [X]	[X]	[X]		
DIVISION DOCUMENT	CLIENT INFORMATION SYSTEM (CIS) FILE LAYOUT AND SPECIFICATIONS MANUAL	OFFICE OF GRIEVANCE AND APPEALS DATABASE MANUAL	ADHS ACCOUNTING AND AUDITING PROCEDURES MANUAL	FINANCIAL REPORTING GUIDE FOR REGIONAL BEHAVIORAL HEALTH AUTHORITIES
REVISION [X]				
DIVISION DOCUMENT	ADHS/DBHS QUALITY MANAGEMENT/UTILIZATION MANAGEMENT PLAN	ADHS/DBHS PREVENTION FRAMEWORK FOR BEHAVIORAL HEALTH	AHCCCS MEDICAL POLICY MANUAL-CHAPTERS 900 AND 1000	ADHS/DBHS STRATEGIC PLAN
REVISION [X]				
DIVISION DOCUMENT	ADHS/DBHS CULTURAL COMPETENCE PLAN	ADHS/DBHS CLINICAL GUIDANCE DOCUMENTS	TITLE XIX CHILDREN'S BEHAVIORAL HEALTH ANNUAL ACTION PLAN	
REVISION [X]				

ADHS/DBHS POLICY AND PROCEDURE GA 3.3 TITLE XIX/XXI NOTICE AND APPEAL REQUIREMENTS

Policy #	TITLE	DESCRIPTION OF CHANGE	Effective Date
GA 3.3 Title XIX/XXI Notice And Appeal Requirements	E. Definitions	Added: Revised definition of Health care Professional as indicated.	September 15, 2008
GA 3.3 Title XIX/XXI Notice And Appeal Requirements	F. Procedures 1. General Requirements for Notices and Appeals	(b) Added : (4) Notice and written documents must be written using an easily understood language and format.	September 15, 2008
GA 3.3 Title XIX/XXI Notice And Appeal Requirements	F. Procedures 2. Notice Requirements	Under -- b. Content and Delivery of the Notice of Action. Added information regarding what elements must be included in the Notice of Action form.	September 15, 2008
GA 3.3 Title XIX/XXI Notice And Appeal Requirements	F. Procedures 2. Notice Requirements	Under -- d. Notice of Action Time-frame for Service Termination, Suspension or Reduction: Deleted (iii) language regarding persons age 21-64 who reside in an IMD for more than thirty days.	September 15, 2008
GA 3.3 Title XIX/XXI Notice And Appeal Requirements	F. Procedures 2. Notice Requirements	Deleted f. Notice of Action for PASRR Determinations	September 15, 2008
GA 3.3 Title XIX/XXI Notice And Appeal Requirements	F. Procedures 3. Title XIX/XXI Appeals	Under -- g. Case Docketing Requirements (1) Deleted the words: "including those filed directly with AHCCCS."	September 15, 2008
GA 3.3 Title XIX/XXI Notice And Appeal	F. Procedures 3. Title XIX/XXI Appeals	Under – I – Time frame for Standard Resolution of an Appeal. Deleted the complete subsection (i) regarding	September 15, 2008

Requirements		the statements that must be contained in a written acknowledgment.	
GA 3.3 Title XIX/XXI Notice And Appeal Requirements	F. Procedures 3. Title XIX/XXI Appeals	Under – n. Time frame for Expedited Appeal Resolution. Deleted the entire subsection (i) regarding the statements that must be included in a written acknowledgment upon receipt of an expedited appeal.	September 15, 2008
GA 3.3 Title XIX/XXI Notice And Appeal Requirements	F. Procedures 6. Continuation of Benefits	Added: e. The RBHA must maintain evidence in the case record supporting that the RBHA continued the benefits under appeal pending the RBHA.....	September 15, 2008
GA 3.3 Title XIX/XXI Notice And Appeal Requirements	F. Procedures 7.Implementation of Appeal Resolution	Added: c. The RBHA must maintain evidence in the case record of the authorization or payment of services supporting that the RBHA or State Fair Hearing....	September 15, 2008
GA 3.3 Title XIX/XXI Notice And Appeal Requirements	Attachment A Notice of Action	Deleted	September 15, 2008
GA 3.3 Title XIX/XXI Notice And Appeal Requirements	Attachment B Notice of Extension of Timeframe for Service Decision Regarding Title XIX/XXI Behavioral Health Services	Deleted	September 15, 2008
GA 3.3 Title XIX/XXI Notice And Appeal Requirements	Attachment C RBHA Codes for Docket Numbers	Re-designated Attachment A	September 15, 2008
GA 3.3 Title XIX/XXI Notice And Appeal Requirements	Attachment D ADHS/DBHS Appeal Or Smi Grievance Form	Re-designated Attachment B	September 15, 2008
ADHS/DBHS POLICY AND PROCEDURE SECTION GA 3.5 NOTICE AND APPEAL REQUIREMENTS (SMI and NON-SMI/NON-TXIX/XXI)			
GA 3.5 Notice and	Title	Revised Title of policy	September 15, 2008

Appeal Requirements (SMI and Non-SMI/Non-TXIX/XXI)			
GA 3.5 Notice and Appeal Requirements (SMI and Non-SMI/Non-TXIX/XXI)	B. Scope	Deleted reference to TXIX/XXI persons who are not SMI and who are not covered under GA 3.3.	September 15, 2008
GA 3.5 Notice and Appeal Requirements (SMI and Non-SMI/Non-TXIX/XXI)	C. Policy	Fourth Bullet – deleted prior authorization language.	September 15, 2008
GA 3.5 Notice and Appeal Requirements (SMI and Non-SMI/Non-TXIX/XXI)	E. Definitions	Deleted language pertaining to prior authorization services.	September 15, 2008
GA 3.5 Notice and Appeal Requirements (SMI and Non-SMI/Non-TXIX/XXI)	F. Procedures 1. General Requirements for Notices and Appeals	(b) -- Added item 4.- documents must be in an easily understood language and format.	September 15, 2008
GA 3.5 Notice and Appeal Requirements (SMI and Non-SMI/Non-TXIX/XXI)	F. Procedures 3. Notices for SMIs	(c) 4. Deleted and added text as indicated.	September 15, 2008
GA 3.5 Notice and Appeal Requirements (SMI and Non-SMI/Non-TXIX/XXI)	F. Procedures 4. Notices for Non-TXIX/Non-SMI population	Deleted and added text as indicated.	September 15, 2008
GA 3.5	F. Procedures	Deleted and added text to title of subsection	September 15,

Notice and Appeal Requirements (SMI and Non-SMI/Non-TXIX/XXI)	20. Non-SMI/Non-TXIX/XXI Appeals	and also item a.	2008
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